

**BY ORDER OF THE COMMANDER  
OGDEN AIR LOGISTICS COMPLEX**

**OGDEN AIR LOGISTICS COMPLEX  
INSTRUCTION 23-102**



**13 MAY 2013**

***Materiel Management***

***CONSOLIDATED SUSTAINMENT ACTIVITY  
GROUP MAINTENANCE DIVISION (CSAG-  
MD) OWNED MATERIAL MANAGEMENT***

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This instruction establishes policy, responsibilities, and procedures for the turn-in of Consolidated Sustainment Activity Group-Maintenance Division (CSAG-MD) owned excess material. Procedures in this instruction pertaining to data systems that 309th Aerospace Maintenance and Regeneration Group do not utilize and are not applicable; however, maintenance repair shops will be required to follow material control procedures within this instruction. These guidelines augment the process in Air Force Materiel Command Instruction (AFMCI) 21-130, *Depot Maintenance Materiel Control*. Foreign object damage (FOD) prevention procedures in Air Force Instruction (AFI) 21-101, *Aircraft and Equipment Maintenance Management*, and subsequent supplements will apply to all serviceable items. The use of name or mark of any specific manufacturer, commercial product, commodity, or service in the publication does not imply endorsement by the Air Force. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of in accordance with (IAW) the Air Force (AF) Records Disposition Schedule (RDS). Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, *Recommendation for Change of Publication*; route AF Forms 847 from the field through the appropriate functional chain of command.

**1. General Information.** This instruction identifies the roles and responsibilities for the production support technician/production support specialist (PST/PSS) in this process and the transfer of material requirements between the AF and Defense Logistics Agency (DLA).

Training on the turn-in of CSAG-MD owned excess material using the Depot Maintenance Accounting and Production System has been placed on the Ogden Air Logistics Complex (OO-ALC) Workload Business Office (OO-ALC/OBW) SharePoint located at <https://cs.eis.afmc.af.mil/sites/309MXWOPS/IADP/workloading/default.aspx>.

1.1. Direct (CSAG-MD owned) excess material is material that can be identified to a production job order number (JON), but is not consumed in the repair of the end item.

1.2. Direct material can be turned in to the 'Y' store if there is a future requirement for the item. Production is required to write a letter of justification for any material that has been stored more than 180 days. The letter must include an estimated date of when the material will be consumed and a legitimate reason why material should remain in the 'Y' store.

1.2.1. Only serviceable, (Condition A) direct material will be turned in to the 'Y' store. Material turned in to the 'Y' store does not have to be in its original package. If the material is not in the original package, it will be tagged by production with a yellow Serviceable Tag – Material or yellow Serviceable Label – Material (DD Form 1574, *Serviceable Tag – Material*, and DD Form 1574-1, *Serviceable Label – Material*, respectively).

1.3. Indirect material is material that is charged to an overhead control number because it cannot be easily identified to a particular end item or system. The material is always coded as expendability, recoverability, reparability category (ERRC) 'N' or 'P' only.

1.4. Residue from work orders, which can be identified to a stock number or part number, can be retained if a future need exists. This material will be turned in to the PST/PSS for disposition.

1.4.1. Under no circumstance is direct residue material to be maintained on the shop floor.

1.5. Unidentified or unserviceable indirect material, not eligible for reconditioning or repairing, will be disposed of under the Scrap Material Reclamation Function Program. Reference 309MXWI23-103, *Scrap Material Reclamation Function (SMRF)*.

## **2. Responsibilities.**

### **2.1. Production:**

2.1.1. Turn in excess serviceable/unserviceable residue material to the PST/PSS for disposition. Material is required to be properly tagged/identified and marked with appropriate condition code by the maintenance mechanic. All items determined to be serviceable will meet FOD prevention measures of having caps/plugs installed.

2.1.2. Return items removed from bench stock locations and not used in the production process to the designated bench stock location. When possible, the mechanic who removed material from a bench stock location will place material back in its designated location.

### **2.2. The PST/PSS.**

2.2.1. Assist production in identifying material, if required. Utilizing the production support determination checklist (Attachment 2) using AF Form 2519, *All Purpose*

*Checklist:* decide proper disposition of assets, e.g., turn serviceable items in to supply, retain items with future requirements in the 'Y' store, etc.

2.2.2. If future requirements exist for material being turned in and items need to be retained in the 'Y' store, coordinate with DLA Aviation to ensure there is adequate storage space. Input detail when required, prior to the turn-in of the items. **NOTE:** Reference training package on the OO-ALC/OBW SharePoint.

2.2.2.1. Accept properly tagged/identified/capped/plugged material and process turn-in.

2.2.2.2. Turn material in to the 'Y' store using Naval Air System Command Industrial Material Management System (NIMMS) MN044P (turn in to Naval Industrial Fund [NIF] store) screen.

2.2.3. Turn material in to supply using NIMMS MN045P (turn in to Supply) screen.

2.2.4. Accept industrial product-support vendor (IPV) indirect material when determined to be excess to production requirements. Material will be turned in to DLA Disposition Services (DLADS); it will not be turned back to supply.

2.2.5. Conduct a weekly walk around of the production areas they support and observe possible problem areas. Any excess material encountered will be reported to the appropriate maintenance shop supervisor.

2.2.5.1. Contact work leaders in the various maintenance shops to encourage open communication and determine the reasons for increasing excess material.

### 3. Excess CSAG-MD Material Turn-In Procedures.

#### 3.1. Direct Material turned in to the 'Y' store.

3.1.1. When an item is identified as a 'serviceable' direct item, with future requirements, material can be turned in to the 'Y' store using the NIMMS MN044P (turn in to NIF store) screen. **NOTE:** Reclaimed, unidentified (scrap), and exchangeable material will not be turned in to the 'Y' store.

3.1.2. When a control number is not available or the JON is closed and determination is made that direct material should be retained, the material can be turned in to the 'Y' store by using the indirect production material JON, X56326100000. **NOTE:** Material turned in to the 'Y' store using this process, will be issued as a direct item using production number and JON.

3.1.3. When material is turned in to the 'Y' store, a 'NIMMS Stowage Order' will be generated in the DLA's Shop Service Center (SSC). The PST/PSS will contact DLA to obtain a copy and file for a minimum of 1 year. This document can be used for research during store inventories and during error corrections of the Defense Industrial Financial Management System (DIFMS) error reports.

#### 3.2. Turn-Ins to Supply.

3.2.1. From the 'Y' store. After the 6-month validation of the 'Y' store material, if it is determined by production that no future requirement exists, approval will be provided to

DLA Aviation for a turn-in from the 'Y' store to supply using the NIMMS MN041P (returns processor) screen.

3.2.1.1. The OO-ALC Production Support Office (OO-ALC/OBWP) will ensure validation listings of the 'Y' store are being managed. This will be accomplished by submitting a letter with attachment ('Y' store listing) to the production support flight chief every 6 months.

3.2.2. The PST/PSS will:

3.2.2.1. Perform research to see if the item is still on a bill of material or if the production number is still active and is being repaired.

3.2.2.2. Annotate each item on the list with 'turn-in' or 'retain'.

3.2.2.3. Attach a justification letter for all items to be retained, signed at the production support flight level, and return to OO-ALC/OBWP. Justification should be valid and verifiable. **NOTE:** A copy of the listing/justification letter will then be provided to the DLA-SSC.

3.2.2.4. If items with no usage are requested to be retained in the 'Y' store beyond 12 months, requirement for these items will be approved and the justification letter signed by the squadron director.

3.3. Turn-Ins from the Production Shop Floor to Supply.

3.3.1. Material that has been previously issued to production, that has been ordered through the Automated Bill of Material (ABOM) system and is determined to be excess to current requirements or will not be consumed in the 6-month period, will be turned in to supply using NIMMS MN045P screen, following the instructions as outlined on the OO-ALC/OBW SharePoint located at <https://cs.eis.afmc.af.mil/sites/309MXWOPS/IADP/workloading/default.aspx>. The document number of the original issue and all related information will be used to turn the material in to supply.

3.3.2. When a turn-in is processed from the shop floor to supply using the NIMMS MN045P screen or a sale of an end item, a DD form 1348-1A, *Issue Release/Receipt Document*, or a turn-in document will be generated. Two copies of the DD form 1348-1A, or the turn-in document are required to accompany the material to DLA for processing. The PST/PSS must ensure their name and phone number is on the document as a point of contact (POC). A copy of the turn-in document will be attached with the end item.

3.3.3. Maintenance will ensure all listed guidance on completed condition tag are followed and that the remarks section of the condition tag includes either (1) a legible mechanic's stamp, or (2) a POC, office extension and organization identifier. If a mechanic's stamp is used, maintenance certifies that each mechanic's stamp is unique and can be traced to a specific person.

3.3.4. Unless prohibited for engineering or safety reasons, the tag will be attached to the item using wire or string, so tags are not accidentally exchanged at any point during receipt, storage, issue, or transportation. If the material cannot be tagged for the above

reason, maintenance will include with the item a letter, signed by the item manager (IM) or the equipment specialist that explains the reason the tag cannot be attached.

3.3.5. If required, the OO-ALC/OBWP will be the responsible OPR for obtaining undated information from each Maintenance Production Group. The updated list will include POCs (fully qualified PSS), telephone numbers and organization identifiers, which explains how Defense Distribution Center Hill Utah (DDHU) can contact the appropriate mechanics or supervisors. The OO-ALC/OBWP will forward the combined list of POCs to DDHU on a quarterly basis.

3.3.6. One copy of the turn-in document will be file maintained for a minimum of 1 year, and will be used for research during error correction of the DIFMS financial error reports.

#### 3.4. Found on Base (FOB).

3.4.1. If no owner/JON can be identified, then FOB turn-in is authorized through NIMMS following instructions as outlined on the OO-ALC/OBW SharePoint located at <https://cs.eis.afmc.af.mil/sites/309MXWOPS/IADP/workloading/default.aspx>.

Material must be in the original package. **NOTE:** Material will not be turned in as FOB when it is found on the shop floor and ownership can be identified, but will be turned in following the instructions in paragraph 3.1.2.

3.4.2. A manually assigned document number consisting of unique identifier code, current julian date and sequential 'T' serial numbers beginning with T001 and continuing thru T999 will be used.

#### 3.5. Indirect material.

3.5.1. Indirect material that is not managed by a contractor (Contractor Inventory Control Point, IPV, etc.) considered excess will be turned in to supply. The PST/PSS will process the turn-in transaction in the NIMMS system MN045P screen, using a cost code 'L'. The material will be turned in to DLA Aviation for disposition. The applicable indirect JON will be used. **NOTE:** Material being turned in to supply must be a full unit of issue. If not a full unit of issue, material will be turned in to DLADS. Training for the turn-in of material through NIMMS is available on the OO-ALC/OBW SharePoint located at <https://cs.eis.afmc.af.mil/sites/309MXWOPS/IADP/workloading/default.aspx>.

3.5.1.1. Bench stock items managed outside of IPV contract; the ABOM indirect list of materials will be used for material management.

### 4. Turn-In of parts that resulted from an end item disassembly/reclamation.

4.1. End Item. When the IM has approved disassembly/reclamation through the AFMC Form 206, *Temporary Work Request*, process the turn-in will be IAW the disposition instructions in block 19. This policy does not allow maintenance to gain financial credit.

4.1.1. If the end item is to be turned in to supply, the PST/PSS will process the turn-in through G402A. The turn-in will include the production section/scheduling designation in the document number field, the temporary control number (from the AFMC Form 206), the 'L' job designator, an 'H' cost code, and the condition code as indicated on the condition code tag.

4.2. Consumables. If instructions on the AFMC Form 206 allow material to be cannibalized in support of an end item, the AFMC Form 206, in addition to the save list, must accompany the material until consumed in the repair process.

4.2.1. Storage responsibilities of cannibalized material. Material will be maintained on the shop floor labeled with noun and/or part number and location.

4.2.2. Inventory. An AFMC Form 206 and save list will be required to be placed with the material to be utilized during an inventory count.

4.2.2.1. A complete inventory will be accomplished semiannually using the following procedures:

4.2.2.1.1. The quantity on the save list must match quantity of items maintained on the shop floor. **NOTE:** If quantity does not match, dispose of any excess material.

4.3. Landing Gear and Armament Assembly Buffer material. Procedures for parts taken off an end item for disassembly, reclamation and/or repair IAW the disassembly document.

4.3.1. Serviceable disassembled items that will be consumed in the repair of the end item, will be maintained on the shop floor and accounted for in Maintenance Business System Modernization (MABSM) formerly Impresa or Material Processing System, and will be managed by production until all parts are ready to be reassembled on the end item.

4.4. When reclaimed material is pulled for use on an end item, the PST/PSS will contact DLA Aviation to input a demand history adjustment (DHA) in to the D035K system. Reference 309MXWI23-107, *Processing Demand History Adjustment (DHA) Data to Defense Logistics Agency (DLA)* for more information on DHAs.

## 5. DIFMS Error Corrections.

5.1. Financial errors that generate as the result of turn-in transactions can be kept to a minimum by following procedures outlined on the OO-ALC/OBW SharePoint located at <https://cs.eis.afmc.af.mil/sites/309MXWOPS/IADP/workloading/default.aspx>.

5.1.1. The PST/PSS processing material turn-ins will be responsible to ensure transactions post correctly and any financial errors that generate are corrected in a timely manner.

5.1.2. The PST/PSS will coordinate with DLA Aviation on transactions that require correction in the D035K system.

HERMAN J. RAIFF, GS-15, DAF  
Vice Director, Ogden Air Logistics Complex

**Attachment 1****GLOSSARY OF REFERENCE AND SUPPORTING INFORMATION*****References***

AFMCI 21-130, *Depot Maintenance Materiel Control*, 15 November 2007

AFI 21-101, *Aircraft and Equipment Maintenance Management*, 26 July 2010

AFMAN 33-363, *Management of Records*, 1 March 2008

309MXWI 23-103, *Scrap Material Reclamation Function (SMRF)*, 3 February 2011

***Adopted Forms***

AF Form 2519, *All Purpose Checklist*, 01 November 1991

AF Form 847, *Recommendation for Change of Publication*, 22 September 2009

AFMC Form 206, *Temporary Work Request*, 20 October 2006

DD Form 1348-1A, *Issue Release/Receipt Document*, July 1991

DD Form 1574, *Serviceable Tag – Material*, October 1988

DD Form 1574-1, *Serviceable Label – Material*, October 1966

***Abbreviations and Acronyms***

**AF**—Air Force

**AFI**—Air Force Instruction

**AFMAN**—Air Force Manual

**AFMCI**—Air Force Materiel Command Instruction

**ABOM**—Automated Bill of Material

**CSAG**—MD – Consolidated Sustainment Activity Group-Maintenance Division

**DDHU**—Defense Distribution Center Hill Utah

**DHA**—Demand History Adjustment

**DIFMS**—Defense Industrial Financial Management System

**DLA**—Defense Logistics Agency

**DLADS**—DLA Disposition Services

**ERRC**—Expendability, Recoverability, Reparability Category

**FOB**—Found On Base

**FOD**—Foreign Object Damage

**IAW**—In Accordance With

**IM**—Item Manager

**IPV**—Industrial Product-Support Vendor

**JON**—Job Order Number

**NIF**—Naval Industrial Fund

**NIMMS**—Navair Industrial Material Management System

**OO**—ALC – Ogden Air Logistics Complex

**OO**—ALC/OBW – Workload Business Office

**OO**—ALC/OBWP – Production Support Office

**OPR**—Office of Primary Responsibility

**POC**—Point of Contact

**PST/PSS**—Production Support Technician/Production Support Specialist

**RDS**—Records Disposition Schedule

**SMRF**—Scrap Material Reclamation Function

**SSC**—Shop Service Center



## Attachment 2

## TURN-IN OF CSAG-MD MATERIAL TO THE 'Y' STORE, SUPPLY OR DLADS

ALL PURPOSE CHECKLIST		PAGE 1 OF 1 PAGES		
TITLE/SUBJECT/ACTIVITY/FUNCTIONAL AREA Production Support Turn-in Determination Checklist: Turn-in of CSAG-MD Material to the 'Y' Store, Supply, or DLADS		OPR OO -ALC/OBW	DATE	
NO.	ITEM (Assign a paragraph number to each item. Draw a horizontal line between each major paragraph.)	Yes	No	N/A
1.	Is there future requirements for material being turned in? (If yes, turn in to the 'Y' store; if no, turn in to supply.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.	Has the PST/PSS coordinated with the DLA Aviation material support specialists to ensure adequate storage space in the 'Y' store?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.	If the material being turned in to the 'Y' store is serviceable and is NOT in the original package, material is required to be condition tagged – DD Form 1574, yellow, and stamped by production.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.	Before turning material into the 'Y' store, is there an open JON and Control Number? (If not, use the overhead JON X56326100000)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.	Is the material being turned-in an ERRC Code C or T item? (If yes, material will be turned-in to supply IAW the DIFM/DOTM Instruction 309MXWI23-101.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.	Is item unserviceable (XB3/XF3) scrap material? (If yes, place in SMRF container or turn in to DLADS.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7.	Is material a bench stock item? (If yes, have mechanic return item to the bench stock location) NOTE: Bench stock items cannot be turned in to the 'Y' store.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8.	Is material a shelf life item? (If yes, there must be at least 6 months shelf life remaining or turn the item into supply.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9.	Is material classified (CIIC code)? (If yes, then turn material into supply.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>